



P.O. Box 477200 Tulsa, OK 74147 918.828.5000

PROGRAM HANDBOOK

Program: Vision Care

Site: Health Sciences Center

School Year: 2022-2023

Instructor and Contact Information

Instructor Name: Kim Howard

Instructor Phone: 918-828-1245

Instructor Email: kim.howard@tulsatech.edu

Instructor Office Hours: By Appointment Only

Instructor Credentials:

Instructor Biography: Results-oriented, hands-on professional with 30 years of experience in the field of Ophthalmology as a Certified Ophthalmic Technician. Experience in varying levels of team development and managerial experience within the health care industry. Skills include executive level management, department oversight, training program development and delivery, curriculum development, Lean Principles implementation and maintenance, outcomes tracking, electronic health record implementation, classroom instruction, accredited CE Instructor, clinical coordination, process improvement, building updates and equipment procurement, and contract negotiation.

Instructional Philosophy: Educating people for success in the workplace. To achieve this objective, Tulsa Technology Center provides its students a positive learning environment utilizing industry-based curriculum. The Vision Care Program incorporates technical skills, academic skills, and 21st century skills that are needed for both workplace and post-secondary education success. Finally, students experience work-based learning opportunities to enhance their practical application of skills learned and to increase their employment opportunities. We believe that each student, as an individual, should have the opportunity to make a career choice; that it is our responsibility and privilege to assist the student in making the appropriate choice. We believe all students learn differently, therefore all types of learning activities will be used to engage students including the use of technology and cooperative learning. We will continually strive to help students to develop positive employability skills.

Campus/Site Information

Attendance Office: 918-828-1200

Counselor(s): Carla Henson, 918-828-1231, Carla.henson@tulsatech.edu

Administration: Debby Peaster, Campus Director; Russel Prentice, Assistant Director

Program Information

Program Name: Vision Care

Description: Vision Care Technologies is designed for students interested in fields such as optometry, ophthalmology, eye care assisting, ophthalmic photography, and other vision care related fields. The program includes course work and practical hands-on applications in the following areas: prevention, mechanisms, effects, and rehabilitation of vision threatening disease; diagnostic testing, assisting, and medical documentation in the vision care clinical setting; first aid/CPR; emergency procedures, ocular anatomy and physiology; and Vision Care careers. The program also offers practical experiences with local Vision Care specialists.

This program consists of multiple courses. Each course has assigned course hours. Students may be eligible to take state, national, or industry certifications. See program plan of study for specific information on courses, hours, and certifications available.

Career and/or College Opportunity: Employment in support personnel and

Eligibility for Admissions

Secondary and adult students are admitted to programs on the basis of their interest, indicators of ability to succeed in their chosen occupation, aptitude and prior performance in school and work. In addition, other factors may be considered that affect the student's ability to fully participate or complete a program, or to obtain professional credentials at the program's conclusion.

Schedule

Class Times: 8AM – 10:50AM and 12:00PM – 2:50PM

Break Times: 8:50AM-9:00AM and 12:50PM-1:00PM

Classroom Procedure & Expectations

Grading

It is the policy of the Board of Education of Tulsa Technology Center to issue a grade to each student enrolled according to the policy and procedures of the district. All course and program grade totals will be calculated in the district designated gradebook on a point-based system.

The following criteria will be used for the assignment of letter grades, grading scales and percentage grades for students:

- A 100-90%
- B 89 – 80%
- C 79 – 70%
- D 69 – 60%
- F 59 – 0%

(Students must maintain 70% or better)

Makeup Work:

Students are expected to make up the work missed while they are absent. It is the responsibility of the student to contact the instructor and decide to complete the work missed. No penalty will be assessed if the work is made up within two days for each day missed. Make up work shall be meaningful and relevant to the course missed. Some situations may require more time due to the nature of the program. In these cases, the instructor will set the completion date for the make-up work.

Teaching Methods:

This course may be taught through a variety of delivery methods which may include face to face, lecture, activities, shops/labs, and work-based learning.

Professionalism:

The success of a medical practice or clinic is greatly affected by the dependability and productivity of its employees. Regular participation during this program will reinforce the development of desired work attitudes such as punctuality, responsibility, self-discipline, critical thinking, and time management. An Employability Log will be used to track participation and professional attire and behavior. Points will be earned daily for being/having: Dependable: Punctual, prepared for the day, participates during class. Patient/client centered behavior: Polite, respectful, listens carefully, communicates and interacts appropriately on all levels in and out of the classroom. Self-motivated: Shows initiative, sees what needs to be done and proceeds, stays on task. Positive attitude: Demonstrates positive attitude towards instructors, peers, and other staff. Accepts constructive criticism. Productive team member. Adheres to policy: Obeys safety, lab, and classroom rules and guidelines at all times, including dress code

Attendance:

Students must adhere to Tulsa Tech's district attendance policy.

Tulsa Tech District Policies (<https://tulsatech.edu/about-the-district/district-policies>)

Safety:

Safe operation of equipment and safe work habits will insure the personal and professional well-being of students and staff. All accidents and injuries should be reported immediately to the instructor and/or a school official. This is to ensure that the problem is properly managed and so that any corrections to equipment and/or policy can be made to help protect future students and/or staff from injury. Any accidents (including sharps sticks, etc.) occurring while interning should be reported.

ID Badges:

ID Badges must be worn at all times.

Accident Reporting:

All accidents must be reported to the instructor as soon as practically possible, but no later than 24 hours after incident. A district accident report must be filed.

Code of Conduct:

Tulsa Tech's student conduct code prohibits threatening behavior, harassment, intimidation and bullying. This policy applies to all students regardless of classification as a secondary or adult student.

Supplies Needed

1. *The Ophthalmic Assistant: A Text for Allied and Associated Ophthalmic Personnel 10th Edition*
2. *Navy scrubs, lab jacket and athletic shoes*

Additional Information**Transportation/Parking:**

Adults must provide own transportation. Parking is available on campus

ALL STUDENTS MUST PROVIDE TRANSPORTATION TO AND FROM CLINICAL SITES

WBL or Clinical Information:

To participate in work based learning the student must maintain a grade of 70% or better in all course work. Students must also maintain 90% attendance as well as pass a background check and drug screening. Students are required to obtain their own clinical site subject to approval of instructor and industry availability. Students are to always adhere to Tulsa Tech guidelines while at their clinical site.

College Credit Opportunities:

Tulsa Tech students may earn college credit by Transfer Credit or Prior Learning Assessment (PLA). Depending on the college and degree pursued, students may earn credit by showing a transcript, certification or license, taking an institutional assessment at the college, showing a portfolio, or demonstrating knowledge.

Other Information:

Oklahoma Career Tech Student Organizations & Honor Recognitions



Future Health Professionals



NTHS – The National Technical Honor Society



PATH – Professional, Academic, Technical, and Honor

All Tulsa Tech Policies apply to all programs. All policies listed in this handbook are in addition to district policies. Read Tulsa Tech’s policy manual at: [Tulsa Tech District Policies](https://tulsatech.edu/about/district-policies) (<https://tulsatech.edu/about/district-policies>)